

READING HOUSING AUTHORITY
MINUTES OF THE REGULAR BOARD MEETING February 3, 2020

A regular business meeting of the Reading Housing Authority was held on Monday, February 3, 2020 in the Community Room of the Reading Housing Authority, Reading, MA. Chair, Richard Robbins, called the meeting to order at 5:30 p.m.

Members Present: Richard Robbins, Timothy Kelley, Marie Hanson

Members Absent: Charles Adams, Diane Cohen

Others Present: Julie M. Johnston, Executive Director

Minutes **Move** Timothy Kelley **Second** Marie Hanson **Vote** **3-0**

20-065 VOTED: To accept for the record the Minutes of the Regular Business Meeting of January 6, 2020, as presented.

Finances **Move** Timothy Kelley **Second** Marie Hanson **Vote** **3-0**

20-066 VOTED: To approve the check-roll/bill-roll for January 2020 Accounts Payable Checks numbered 8100 through 8140, as presented.

Finances **Move** Timothy Kelley **Second** Marie Hanson **Vote** **3-0**

20-067 VOTED: To approve the Payroll Register for January 2020, as presented.

Finances **Move** Timothy Kelley **Second** Marie Hanson **Vote** **3-0**

20-068 VOTED: To approve the Section 8 Voucher Program wire transfer for February 2020 in the amount of \$135,347.86, as presented.

Finances **Move** Timothy Kelley **Second** Marie Hanson **Vote** **3-0**

20-069 VOTED: To certify receipt of FY20 monthly operating statements for all RHA programs for the six months ending December 31, 2019.

Capital Improvement Plan **Move** Timothy Kelley **Second** Marie Hanson **Vote** **3-0**

20-070 VOTED: To approve the Reading Housing Authority Capital Improvement Plan for Fiscal Years 2021 through 2025, as presented.

Contract for Fee Accounting Services **Move** Timothy Kelley **Second** Marie Hanson **Vote** **3-0**

20-071 VOTED: To authorize the Executive Director to sign the awarded Contract for Fee Accounting Services with Fenton, Ewald & Associates, P.C. Certified Public Accountants of Needham, Massachusetts, as presented.

FY2021-2023 Formula Funding Contract Amendment #5 for Work Plan #5001

Move Timothy Kelley **Second** Marie Hanson **Vote** **3-0**

20-072 VOTED: To approve and sign Amendment #5 of the Contract for Financial Assistance in the amount of \$156,661.00 in order to fund and extend the contract dates of service from June 30, 2021 to June 30, 2023.

Director's Report/Program Update -

Vacancy Report: Two (2) vacant units at Tannerville. One (1) Administrative Transfer due to tenuous situation between residents at Tannerville; offered and accepted, RHA to pay relocation costs.

Section 8 Housing Choice Voucher Program Update: 102 Vouchers Leased through 02/2020.

Maintenance Work Orders from 07/01/2019 to 01/31/2020: Total count of 510.

Light Pole Installed: RMLD installed replacement light pole in front of administration/community building.

Tenant Issue: On 01/21/2020, Director was notified of possible problem with bedbugs in Building 8, unit #8. NW Pest Control onsite 01/23 to do visual inspection, identified bedbugs in units 8, 7, 3 & 4. Scheduled Bedbug Heat Treatment for affected units and chemical treatment in common hallways for 01/29; 8:00 a.m. Cost for four units \$7,000 negotiated to \$6,800. Notified fire alarm company and fire department to take heat detectors offline during treatment. We will receive invoice from fire alarm company.

Reporting Requirements: A list of January events and reporting submittals for HUD, DHCD, Town, and RHA Website was presented.

Annual Audit: Onsite portion of HUD and AUP audit taking place on 02/10 through 02/12/2020.

Capital Improvement Plan: Director held a DCHD required meeting for Tannerville residents on 02/03/2020 at 10:00 a.m. to discuss upcoming capital improvement projects. CIP plans were also shared with 689 Development at Bancroft Street. Residents comments were discussed and taken into consideration prior to vote to approve as presented.

Capital Improvement Projects Update: Lockset Replacement Project at Tannerville completed 01/30/2020 with punch list items. Joe Costello, RHA Maintenance, planning a schedule to install new Thermostats.

RHA Owned Properties: Director and Maintenance conducted a site visit on 01/30/2020 of RHA units at Old Reading Schoolhouse. Certificate of Occupancy expected to be issued on 02/26/2020. Anticipate lease updates of April 1, 2020.

Annual Town Report for 2019: Board reviewed Annual Town Report for 2019 activities, as presented, for submission.

NEXT BOARD MEETING: March 2, 2020; April 6, 2020

20-073 VOTED TO ADJOURN: 6:35 P.M. Move Timothy Kelley Second Marie Hanson Vote 3-0

Respectfully submitted,

Julie M. Johnston

Julie M. Johnston
Secretary/Executive Director